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**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

*Board of Commissioners Meeting Memorandum*

**Date:** November 8, 2005

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: NORTHWOOD UNIVERSITY - INDIANAPOLIS  
NEW DEGREE APPLICATIONS**

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**Staff Recommendation**

The commission staff recommends that Northwood University - Indianapolis be granted the authority to award the following degrees in the programs listed below:

**AA – Accounting**

**BBA – Accounting**

**Background Information**

The North Central Association of Colleges and schools (NCA) accredits Northwood University - Indianapolis

The Associate of Arts in Accounting degree program is comprised of 90-quarter credit hours of training, a minimum of 50% of the courses are in the Specialty and a minimum of 35% of the remaining courses are in liberal arts and; the faculty meet the stipulated criteria in 570 IAC 1-10.1-4 Associate of Arts criteria.

The Bachelor's in Business Accounting degree is comprised of 180-quarter-credit hours of training. All faculty members hold a minimum of a master's degree or above.

**Supportive Documentation**

1. Degree Application
2. Instructor Qualification Record Forms

# DEGREE APPLICATION

*(New or Renewal program)*

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Accounting

TOTAL CREDIT HOURS: AA – 90 Designate: QUARTER HOURS:  X  or  
SEMESTER HOURS: \_\_\_\_\_

LENGTH OF PROGRAM: 18 to 30 months, depending upon degree program and class load  
chosen by student. TUITION: \$190.00 Per Credit Hour

## **ASSOCIATE'S DEGREE (AA) PROGRAM**

### **AA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

Credit Number	Title	Hours	Course	Course
ACC 221	Principles of Accounting I	4		
ACC 222	Principles of Accounting II	4		
ACC 223	Principles of Accounting III	4		
ECN 221	Principles of Microeconomics	4		
ECN 222	Principles of Macroeconomics	4		
LAW 201	Business Law I	4		
MGT 230	Principles of Business Management	4		
MIS 110	Introduction to Applications	4		
MKT 208	Principles of Marketing	4		
PHL 110	Philosophy of American Life and Business	4		
ACC 311	Intermediate Accounting I	4		
ACC 312	Intermediate Accounting II	4		
ACC 313	Intermediate Accounting III	4		
MTH 209	Algebra I	4		
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>			<b>56</b>	

### **AA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4		
ENG 122	Composition II	4		
ENG 123	Composition III	4		
HUM 201	General Humanities	4		
SPC 205	Speech Communication I	4		
PSY 103	Personality and Adjustment	4		
	Student-selected Electives	10		
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>			<b>34</b>	

### **ASSOCIATE'S DEGREE (AA) TOTAL HOURS FOR GRADUATION:**

Specialty and General Business Core Courses	56
General Education and Elective Courses	34
<b>TOTAL</b>	<b>90</b>

Number of Credit/Clock Hrs. in Specialty Courses: 56 / Percentage: 62.2%

Number of Credit/Clock Hrs. in General Courses: 34 / Percentage: 37.7%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: / Percentage:

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**

*(New or Renewal program)*

Name of Institution Northwood University

Name of Program Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BBA

Name of Person Preparing this Form Stanley J. Osweiler

Telephone Number 317-841-1490

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

**NAME OF PROGRAM:** Business Administration

**TOTAL CREDIT HOURS:** BBA - 108 **Designate:** **QUARTER HOURS:**   X   **or**  
**SEMESTER HOURS:** \_\_\_\_\_

**LENGTH OF PROGRAM:** 18 to 30 months, depending upon degree program and class load chosen by student. **TUITION:** \$190.00 Per Credit Hour

**BACHELOR'S DEGREE (BBA) PROGRAM:**

**BBA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

			Course	Course
<u>Credit</u> <u>Number</u>	<u>Title</u>	<u>Hours</u>		
ACC 221	Principles of Accounting I	4		
ACC 222	Principles of Accounting II	4		
ACC 223	Principles of Accounting III	4		
ECN 221	Principles of Microeconomics	4		
ECN 222	Principles of Macroeconomics	4		
LAW 201	Business Law I	4		
MGT 230	Principles of Business Management	4		
MIS 110	Introduction to Applications	4		
MKT 208	Principles of Marketing	4		
PHL 110	Philosophy of American Life and Business	4		
ACC 311	Intermediate Accounting I	4		
ACC 312	Intermediate Accounting II	4		
ACC 313	Intermediate Accounting			4
MTH 209	Algebra I	4		
FIN 301	Financial Management	4		
MGT 310	Human Resource Management	4		
MGT 312	Applied Management	4		
MGT 479	Seminar I: Current Topics in Management	4		

MGT 480	Seminar II: Strategic Planning	4
ACC 302	Cost Accounting	4
ACC 321	Applied Accounting	2
ACC 350	Taxation I	4
ACC 360	Taxation II	4
ACC 401	Auditing	4
ACC 405	Accounting Information Systems	4
ACC 422	Advanced Accounting I	4
ACC 423	Advanced Accounting II	4
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>106</b>

**BBA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4
ENG 122	Composition II	4
ENG 123	Composition III	4
HUM 201	General Humanities	4
SPC 205	Speech Communication I	4
PSY 103	Personality and Adjustment	4
ECN 400	International Trade	4
ENG 301	Communication and Interpersonal Relations	4
ENG 320	Report Writing	4
HIS 402	Contemporary World Issues	4
MTH 333	Statistics	4
NSC 401	Environmental Science	4
PHL 301	Business Ethics	4
SOC 301	World Culture and Customs	4
	Student-selected Electives	18
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>74</b>

**BACHELOR'S DEGREE (BBA) TOTAL HOURS FOR GRADUATION:**

Specialty and General Business Core Courses	106
General Education and Elective Courses	74
<b>TOTAL</b>	<b>180</b>

**Number of Credit/Clock Hrs. in Specialty Courses: 106 / Percentage: 58.8%**

**Number of Credit/Clock Hrs. in General Courses: 74 / Percentage: 41.1%**

**If applicable:**

**Number of Credit/Clock Hrs. in Liberal Arts Courses: / Percentage:**

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

All Indiana-based Northwood University students have full access (24/7) to the extensive specialty and general library facilities on the main campus, either in person or via the internet. The library is managed by and through a full-time staff of professionals, and a support staff of student workers.

**2. Number of volumes of professional material:**

**3. Number of professional periodicals subscribed to:**

**4. Other library facilities in close geographical proximity for student access:**

All Indiana-based Northwood University students are provided with location and hours-of-operation information for every known campus and municipal library facility in the immediate area of his or her Northwood teaching center.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**Doc.: degreapp**

**\*\*Include** all supporting documentation pertaining to the qualifications of each instructor.

**Total # of Faculty in the Program:** 24      **Full-time:**      **Part-time:** X

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

[illegible]

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** PSY 103 Personality and Adjustment, PSY 301 Applied Psychology

Source of Training/Education	Location	Area or subject of Training/Education	Period of Attendance: From: To:	
Indiana State University	Terre Haute, IN	M.S. Educational Psychology	1994	1996
Indiana State University	Terre Haute, IN	B.S. Psychology	1992	1994
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2004	Present
Ivy Tech State College	Terre Haute, IN	Program Chair/Human Srvcs.	1997	Present
Southwood Health Care	Terre Haute, IN	Director Alzheimer's Unit	1997	1997
Ivy Tech State College	Terre Haute, IN	Adjunct Instructor	1996	Present
Miller's Merry Manor	Sullivan, IN	Director of Social Services	1994	1997
Wabash Human Services	Sullivan, IN	Client Counselor	1993	1994



COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (**i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

*Please **TYPE** the form.*

**NAME:** Baker Jerry Lavone  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** MTH 333 Statistics, NSC 401 Environmental Science

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Purdue University	West Lafayette, IN	M.S. Agricultural Engineering	1972	1974
Purdue University	West Lafayette, IN	B.S. Agricultural Engineering	1967	1971
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2004	Present
Ivy Tech State College	Terre Haute, IN	Adjunct Instructor	1998	Present
Indiana Air National Guard	Terre Haute, IN	Training Instructor	1995	Present
Virginia Polytechnic	Blacksburg, VA	Adjunct Instructor	1982	1983
Virginia College	Roanoke, VA	Adjunct Instructor	1984	1987
FAEC Ltd.	Floyd, VA	Systems Analyst	1985	1986
Private Consulting	Floyd, VA	Property Management	1983	1987
Virginia Polytechnic	Blacksburg, VA	Asst Prof-Ag Engineering	1978	1982

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*Please **TYPE** the form.*

**NAME:** Baker William L.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ECN 221 Microeconomics, ENC 222 Macroeconomics, MGT 310 Human Resource Management, MGT 312 Applied Management, MGT 480 Seminar II: Strategic Planning

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana Wesleyan	Marion, IN	MBA	1993	1995
Indiana State University	Terre Haute, IN	B.S. Industrial Education	1975	1989
Spartan Aeronautics	Tulsa, OK	A&P FAA Certification	1981	1983
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2003	Present
USAF	Terre Haute, IN	Logistics Supervisor	2001	2004
Sony	Terre Haute, IN	Marketing Manager	1989	2001
Rockwell International	Columbus, OH	Aircraft Assembly	1983	1989

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*Please **TYPE** the form.*

**NAME:** Beeson Howard  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** MGT 230 Principles of Management, ECN 221 Microeconomics, ECN 222 Macroeconomics, FIN 310 Financial Management, MKT 208 Principles of Marketing, MGT 310 Human Resource Management

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:
Butler University	Indianapolis, IN	MBA	1972 1974
Indiana University	Bloomington, IN	B.A. Business	1970 1972
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Northwood University	Indianapolis, IN	Adjunct Instructor	1994 Present
Cobra Management	Indianapolis, IN	Consulting and Teaching	1978 Present
Indiana Vo-Tech College	Indianapolis, IN	Adjunct Instructor	1975 1985
Tube Processing Corp	Indianapolis, IN	Corporate Vice President, Sales Manger, Personnel Manager, Plant Manager	1974 Present

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** ECN 221 Microeconomics, ECN 222 Macroeconomics, FIN 310 Financial Management, PHL 110 Philosophy of American Life and Business

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## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** LAW 201 Business Law, PHL 301 Business Ethics

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
IU School of Law	Indianapolis, IN	JD	1992	1995
University of Notre Dame	South Bend, IN	BBA - Accounting	1975	1979
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2002	Present
Office of Indiana Atty Gen	Indianapolis, IN	Practicing law-litigation	2002	Present
Carcare Law	Indianapolis, IN	General law practice	1999	2002
City of Indianapolis	Indianapolis, IN	Practicing law-litigation	1997	1999
Various banks/S&L's	Various	Treasurer, controller	1982	1992
Arthur Andersen & Co.	Dallas, TX	CPA	1979	1982

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Please **TYPE** the form.

**NAME:** Chay Amanda L.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSY 103 Personality and Adjustment, PSY 301 Applied Psychology

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
University of Cincinnati	Cincinnati, OH	M.A. Counseling	1997	1999
University of Indianapolis	Indianapolis, IN	B.A. Psychology	1993	1997
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2003	Present
Lifetime	Indianapolis, IN	Fitness Instructor	2003	Present
Amanda Chay Photography	Indianapolis, IN	Commercial Photography	2002	Present
Big Sisters	Indianapolis, IN	Adolescent Program Coord.	2001	2002
I.U. Child Protection Program	Indianapolis, IN	Child Abuse Program Coordinator	1999	2000

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Please **TYPE** the form.

**NAME:** Cox Jennifer L.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ENG 301 Communications and Interpersonal Relations, ENG 320 Report Writing

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:
Indiana State University	Terre Haute, IN	M.S. Communications	1996 1998
Indiana State University	Terre Haute, IN	B.S. Communications	1971 1994
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Northwood University	Indianapolis, IN	Adjunct Instructor	2004 Present
Ivy Tech State College	Terre Haute, IN	Instructor	2003 2003
St. Mary of the Woods Col	Terre Haute, IN	Adjunct Instructor	1998 Present
Indiana State University	Terre Haute, IN	Adjunct Instructor	1996 Present

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** PSY 310 Applied Psychology, ENG 301 Communication & Interpersonal Relations, ENG 320 Report Writing

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COMMISSION ON PROPRIETARY EDUCATION

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Please **TYPE** the form.

**NAME:** Downey Sidney J.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ACC 221, 222 & 223 Accounting I, II, & III, FIN 301 Financial Management, FIN 355 Securities I, ECN 222 Macroeconomics, ECN 221 Microeconomics, ECN 400 International Trade, MGT 312 Applied Management, MGT 310 Human Resource Management, MGT 230 Principles of Management, MGT 344 Production Management, PHL 110 Philosophy of American Life and Business

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana University	Bloomington, IN	MBA - Mgt/Admin	1972	1975
High Point College	High Point, NC	B.A. Human Relations	1967	1970
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	1993	Present
Indiana Business College	Indianapolis, IN	Adjunct Instructor	1994	Present
Indiana Institute of Technology	Indianapolis, IN	Adjunct Instructor	2001	Present
Franklin College	Franklin, IN	Vice President of Finance	1988	1992
Maryville College	Maryville, TN	Vice President of Admin	1983	1988
University of Tennessee	Knoxville, TN	Fiscal Officer	1982	1983
Maryville College	Maryville, TN	Asst Prfrs of Business	1980	1982
Hope College	Holland, MI	Asst Prfrs of Econ & Business	1975	1980

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Please **TYPE** the form.

**NAME:** Fogarty Chad  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ECN 400 International Trade, ECN 221 Principles of Microeconomics

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana Wesleyan	Indianapolis, IN	MBA	1988	1991
Ball State University	Muncie, IN	Marketing	1972	1976
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2002	Present
Nestle Purina Petcare	Midwest	Sales Management	2003	Present
Nestle Ice Cream Company	Midwest	Sales Management	2002	2003
Nestle USA	Midwest	Sales Management	1991	2002
Carnation Company	Midwest	Sales Management	1976	1991

COMMISSION ON PROPRIETARY EDUCATION

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*Please **TYPE** the form.*

**NAME:** Foulkes Arthur Elliott  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSC 201 Introduction to American Government,  
HIS 402 Contemporary World Issues, PHL 110 Philosophy of American Life and Business

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana State University	Terre Haute, IN	M.A. Political Science	1993	1996
Principia College	St. Louis, MO	B.A. Communications	1985	1988
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2000	Present
Indiana State University	Terre Haute, IN	Adjunct Instructor	2000	Present
Ivy Tech State College	Terre Haute, IN	Adjunct Instructor	1997	2000
Self-employed	Terre Haute, IN	Property Management	1992	Present

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*Please **TYPE** the form.*

**NAME:** Idlewine Sherry Lynn  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ECN 221 Microeconomics, ECN 222 Macroeconomics, PHL 110 Philosophy of American Life in Business, MKT 208 Principles of Marketing, MGT 344 Production Management, ENG 320 Report Writing, FIN 355 Securities, MGT 479 Seminar I: Current Topics in Management, PHL 301 Ethics, ENG 301 Communication and Interpersonal Relations, HIS 401 Contemporary World Issues, HUM 201 General Humanities

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
University of Indianapolis	Indianapolis, IN	MBA	1981	1984
University of Indianapolis	Indianapolis, IN	B.A. Bus Admin/Music	1977	1981
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Law firm of Aline Anderson	Indianapolis, IN	Legal administration	1993	Present
Indianapolis Police Dept.	Indianapolis, IN	Trainer	1986	1996
Northwood University	Indianapolis, IN	Adjunct Instructor	1997	Present
Oakland City University	Indianapolis, IN	Adjunct Instructor	1994	Present
Bristol University	Indianapolis, IN	Adjunct Instructor	1991	1993
Lockyear College	Indianapolis, IN	Adjunct Instructor	1981	1991

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Please **TYPE** the form.

**NAME:** Jones Donald Steven  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSC 201 Introduction to American Government,  
HIS 402 Contemporary World Issues

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:
Ball State University	Muncie, IN	M.A. Political Science	1998 2001
Ball State University	Muncie, IN	B.S. Poli Sci/Criminal Just.	1990 1994
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Northwood University	Muncie, IN	Adjunct Instructor	2003 Present
Ivy Tech State College	Muncie, IN	Adjunct Instructor	2000 Present
Pendleton Correctional Fclty	Pendleton, IN	Officer/Counselor	1996 Present
Delaware County Correctional Fclty	Muncie, IN	House Arrest Officer	1994 1996

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** MTH 333 Statistics, NSC 401 Environmental Science

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
University of Idaho	Moscow, ID	Ph.D. Chemistry/Physics	1965	1969
Weber State College	Ogden, UT	B.S. Chemistry/Math	1959	1965
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2001	Present
ITT Technical Institute	Indianapolis, IN	Adjunct Instructor	1996	Present
American Analytical Lab	Indianapolis, IN	Director of Testing Lab	1993	2000

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** MGT 310 Human Resource Management,  
MGT 312 Applied Management, MGT 480 Seminar II: Strategic Planning

[illegible]

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

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Please **TYPE** the form.

**NAME:** Painter Michael A.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSY 310 Applied Psychology, HUM 201 General Humanities, PHL 110 Philosophy of American Life and Business

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:
Indiana University	Indianapolis, IN	M.S. Education	1971 1973
Indiana University	Indianapolis, IN	B.S. Education	1967 1971
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Northwood University	Indianapolis, IN	Adjunct Instructor	2003 Present
Indiana Institute of Tech	Indianapolis, IN	Adjunct Instructor	2000 Present
Ivy Tech State College	Indianapolis, IN	Adjunct Instructor	1997 Present
Indiana Business College	Indianapolis, IN	Adjunct Instructor	1996 2003

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*Please **TYPE** the form.*

**NAME:** Pitman Timothy W.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** MGT 310 Human Resource Management, MGT 312 Applied Management, PHL 110 Philosophy of American Life and Business, MGT 480 Seminar II: Strategic Planning, PSY 301 Applied Psychology

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:
Baker University	Topeka, KS	MBA	1998 2000
Upper Iowa University	Fayetteville, IA	B.S. Human Services	1992 1994
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Northwood University	Muncie, IN	Adjunct Instructor	2004 Present
Indiana Business College	Muncie, IN	Director of Education	2002 Present
Indiana Wesleyan Univ.	Marion, IN	Adjunct Instructor	2001 Present
National American Univ.	South Dakota	On-line Adjunct Instructor	2001 Present

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (**i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please **TYPE** the form.

**NAME:** Swarts Karen  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSY 103 Personality and Adjustment, PSY 301 Applied Psychology, ENG 310 Communication and Interpersonal Relations

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:
Southern Illinois University	Carbondale, IL	M.S. Rehabilitation Admin	1992 1996
Indiana University	Bloomington, IN	B.A. Sociology	1972 1975
Purdue University	W. Lafayette, IN	Design/Psychology	1971 1972
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Northwood University	Indianapolis, IN	Adjunct Instructor	2003 Present
Vocational Rehabilitation Services	Indianapolis, Kokomo, Marion, IN	Rehab counselor, central office administrator and field supervisor. Includes personnel, training, budgeting and collaborative work with community agencies, educational institutions, federal/state agencies.	1988 Present

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Please **TYPE** the form.

**NAME:** Temple Diana Marie  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ENG 121 Composition I, ENG 122 Composition II, ENG 260 Business Writing, ENG 301 Communications and Interpersonal Relations

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:
Indiana Wesleyan Univ	Marion, IN	MBA	1989 1991
Indiana Wesleyan Univ	Marion, IN	B.S. Business	1992 1994
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Northwood University	Indianapolis, IN	Adjunct Instructor	2004 Present
Indiana Business College	Indianapolis, IN	Instructor	1998 Present
Indianapolis Power & Light	Indianapolis, IN	Customer Service	1980 1998
Edward H. Schmidt & Sons	Indianapolis, IN	Customer Service	1972 1980

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** PSC 201 Intro to American Government, ECN 221 Principles of Microeconomics, ECN 222 Principles of Macroeconomics, MGT 312 Applied Management, HIS 402 Contemporary World Issues, MGT 479 Seminar 1: Management Topics, ECN 400 International Trade, MGT 230 Principles of Business Management, MGT 480 Seminar 2: Strategic Planning

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Central Indiana Small Business Development Center	Indianapolis, IN	Certification-NX Level Entrepreneurship Training	2003	2003
Indiana University	South Bend, IN	MBA - Mgt/Admin	1981	1986
Indiana University	Indianapolis, IN	B.A. Econ & Poli Sci	1969	1973

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<b>Applicable Experience</b>	<b>Location</b>	<b>Exact Nature of Experience</b>	<b>Employment Period</b> <b>From: To:</b>
Northwood University	Indianapolis, IN	Adjunct Instructor	2002 Present
Indiana Tech	Indianapolis, IN	Adjunct Instructor	1996 Present
NX Level Instructor	Indianapolis, IN	Adjunct Instructor	2003 2000
Viking Air Tools	Mooreville, IN	National Sales Manager	1998 2000
Big Boy Products	Warsaw, IN	Marketing Director	1988 1993
Uni-Motive Chassis	Mishawaka, IN	VP Sales & Marketing	1979 1988
Accurate Products	Indianapolis, IN	National Sales Manager	1973 1979

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Please **TYPE** the form.

**NAME:** Williams Rebecca G.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ENG 320 Report Writing

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
DePauw University	Greencastle, IN	M.A. Education	1974	1977
Indiana State University	Terre Haute, IN	B.S. Education	1961	1971
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Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2003	Present
Indiana State University	Terre Haute, IN	English Instructor	2001	Present
The Company Coffee, In.	Terre Haute, IN	Retail Management	1989	2000
The Canister, Inc.	Terre Haute, IN	Purchasing/General Mgt.	1986	1991
THE Corporation	Terre Haute, IN	Office Manager	1982	1986
Vigo County School Corp	Terre Haute, IN	English Instructor	1972	1982

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** FIN 301 Financial Management, FIN 355 Securities, ECN 222 Macroeconomics, MGT 344 Production Management, ECN 400 International Trade, MTH 333 Statistics

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